

Office of Sen. Lamar Alexander
Internship Information Form

Please fax this form and a copy of your resume to (202) 228-3398.

Please note that all internships are unpaid.

Name: _____ Social Security #: _____

Home town: _____ University: _____

Phone: _____ Expected Year of Graduation _____

G.P.A.: _____ Major: _____ Minor: _____

How will this experience fit into your educational plans?

Dates Applying to work (Mark all possible):

SEMESTER INTERNSHIP DATES:

___ Spring 2005: January 10, 2005 – May 6, 2005

___ Fall 2005: August 22, 2005 – December 2, 2005

2005 SUMMER INTERNSHIP DATES:

___ Session I: May 9, 2005 – June 24, 2005

___ Session II: June 27, 2005 – August 5, 2005

Interns are exposed to a variety of work situations, and we make every effort to rotate interns through at least two stations but we cannot guarantee certain assignments. Your return of this form acknowledges your willingness to participate in any job assigned.

Please rank your top 3 preferences for intern job assignments.

___ Reception/ General Administrative ___ Mail/ Correspondence

___ Constituent Services, Tours ___ Press Office

___ Subcommittee on Children and Families, General Reception & Administrative

Please provide contact information for three personal or professional references:

Please describe why you want to be an intern specifically for Sen. Alexander and what you hope to accomplish.

List/ describe any special skills that may not be apparent from your resume.

Because of delays associated with Senate regulations on mail please FAX this application (ATTN: Jennifer Moroney) and resume to (202) 228-3398.